

## **INTRODUCTION**

**The Department of Lifelong Learning & Extension (DLLE)** established on October 12, 1978 and had been recognized as a Statutory Department of the University of Mumbai since 1994 to promote a meaningful and sustained rapport between the Universities and the community. Now it has recognized as one of the Teaching Department as per the decision of the Management Council, University of Mumbai.

## **MISSION & GOALS**

Our mission is to maintain the voice of helping professional focused on serving college and university students in a mental health setting. Our goals include:

- Promoting the aims and values of human development in community colleges and universities.
- Providing a forum and place for the exchange of ideas, innovations, research, and students.
- Increasing the representative voice of those traditionally underserved and ignored in society.
- Encouraging interaction, support, and networking among all student affairs professionals.
- Providing an opportunity for mental health professional to become involved in participatory leadership.
- Identifying suitable mode of counseling.

## **THE EXTENSION DIMENSION (To Reach to Unreached)**

To facilitate the sensitization of the student to the socio-cultural realities, the Department offers for the students, extension work projects encompassing social issues. The student is awarded Ten Additional Marks at the final exam for a project on completion of 120 hours of work and the submission of a project report which are undertaken by degree college students. There are seven types of Extension Work Projects are being offered by the department under the two different units.

### **I. Vocational Career Oriented Projects**

### **II. Community Oriented Projects**

## EXTENSION WORK PROJECTS

### Vocational Career Oriented Projects

Through this unit a range of Extension Work Projects are offered for enhancing the employability and IT skills of the student. The projects are as given below:

#### I. CAREER PROJECT (CP)

##### 1. Relevance of the Activity

It is seen that students who do not gain admission to a degree program in medicine, management, engineering or architecture feel lost and directionless when they enter the graduate degree program. Even the B. Com. Student does not know what kind of job he will get. The Career Project aims at providing information about a career in-depth particularly if he aspires to take it up. It is expected that the information about careers in the form of the charts, brochures and short talk will become the resource material of a GUIDANCE CLUB.

##### 2. Purpose

1. To help a student to find out information about a career before undertaking it.
2. To enable a student to learn the interview technique, method of collecting information, how to prepare materials for the dissemination of information, etc.
3. To help a student to know about the job market of the career being explored.

##### 3. Activities to be carried out by student

1. Attend training programs at the college and at the Department.
2. Select a career one likes.
3. Interview two persons following the career using the given questionnaire
4. Find out all possible information about the career from Vocational Guidance Centres, libraries, etc.
5. Prepare a four charts on the career
6. Prepare a four-page ( eight sides) booklet / pamphlet / brochure on the career covering all the points given below :

- i) What the worker does
- ii) Working Conditions
- iii) Qualifications necessary for entry and success.

Degree of specific Abilities required : Mention, Very High / High / Average.

- \* Scholastic ability \_\_\_\_\_
- \* manual skill \_\_\_\_\_
- \* mechanical comprehension \_\_\_\_\_
- \* musical \_\_\_\_\_
- \* artistic \_\_\_\_\_
- \* numerical \_\_\_\_\_
- \* verbal \_\_\_\_\_
- \* scientific \_\_\_\_\_
- \* physical \_\_\_\_\_

- iv) Preparation needed

Education or training essential for entry

Primary – Secondary – Graduation – Professional. School subjects of particular value in preparing for this occupation. Hobbies Essential.

- v) Employment and Advertisement

- vi) Estimated Earnings

At first .... After five years ..... After future date ....

- vii) Outlook for this occupations

- viii) Related occupations

- ix) Advantages

- x) Disadvantages

7. Prepare a five minute talk on the career

8. Exhibit the career in an exhibition at a school, one's own and at the university.

9. Attend and participate in the Annual Festival of the Department.

10. Write the Project Report.

#### 4. **Records / Material to be submitted**

1. 4 charts

2. Pamphlet / brochure / booklet

3. Talk (in written format)

4. Interview schedule of two person interviewed.

## 5. **Knowledge of classroom subjects that can be applied**

All Subjects

## II. ANNA POORNA YOJANA (APY)

### 1. **Relevance of the activity:**

Cooking and catering are skills that are acquired by the women from the age of adolescence itself. With an era of fast-food shops and catering on a small scale becoming a source of large income returns, it is felt that women should be encouraged to enter these professions. Working women who spend a lot of time in commuting are looking for support to lessen the time and energy spent in the kitchen. Others also need to learn regular working transactions and earn a profit by selling regular useful items as stationery.

Hence it is seen the following items are being sold.

- |                          |                            |
|--------------------------|----------------------------|
| 1. Vegetables & Fruits   | 4. Party food preparations |
| 2. Fresh cooked eatables | 5. Cakes and pastries      |
| 3. Daily lunch tiffin    | 6. Any Indian snacks etc.  |

The students can also sell non food items such as Pen, Pencil, Rubber, Plastic folders, files, books etc.

This activity has been designed to encourage the student to try their hand at entering the field of small scale business. Hence this activity is designed to make students understand the concept of small scale business and increase self reliance approach.

### 2. **Activities to be conducted by a student:**

- 1) Attend the training programs at the college and at the Department.
- 2) Identify the items that are liked by students but are not easily available in the vicinity.
- 3) Select an item that can be prepared by the student him / herself or had prepared from others or that can be purchased on a large scale.
- 4) Fix the sale price for the item.
- 5) Arrange for its sale in the college and campus nearby or at the functions, melas in the vicinity.
- 6) Organize twenty-five such sales (either weekly or on alternate days)

- 7) Keep an account of the cost incurred, sale proceeds, etc..
- 8) Calculate the profit made.
- 9) Attend and participate in the Annual Competitions / Festival of the Dept.
- 10) Write the Project Report.

**3. Some precautions to be taken:**

- 1) To be careful not to threaten the business of the vicinity.
- 2) To be hygienic when preparing and selling food.
- 3) To maintain public relations with the teachers and students.
- 4) Avoid sale on credit.

**4. Data / Records to be maintained:**

The following data is required to be maintained in the Project Report

1. Sale Record

Sr. No.	Date	Item	Qty. Prepared	Unit Cost	Total Cost	Qty. Sold	Unit Sale Price	Total Sale Proceeds	Profit /Loss
1 to 25									

**5. Qualities and talents that can be developed by the student**

- Time Management
- Decision-making
- Public Relations
- Planning & organization of a Project
- Leadership
- Understanding production and marketing on a small scale.
- Self-Confidence

### **III THE INDUSTRY ORIENTATION PROJECT (Work Experience project)**

#### **1. Rationale of the Project**

Extension Education, the third dimension of the University system is a two-way process which visualized mutual sharing of resources between the community and the University for the Development of both the common man and the students. The dimension also aims at sensitizing the student to the socio-cultural realities. It is visualized that the contact between the University and social would lead to the introduction of changes in the curriculum making it more relevant to daily life situations. The Industry Orientation Project is a Vocational/Career-Oriented Program for empowering students with marketable work-skills so as to increase his/her employability.

Under the industry Orientation Project business and industry are to be involved as living laboratories for the training of students. The Industry Orientation Project is therefore being offered as a vocational experience for every single student in the University.

### **II. WHAT IS TO BE DONE?**

#### By the student

1. Submit the Registration Form-cum undertaking
2. Determine the employer for work – Placement.
3. Attend the Orientation Program.
4. Obtain a Letter of Appointment (LOA) from the Employer
5. Work for minimum One Hundred & Fifty hours.
6. Maintain the daily work experience record.
7. Attend the weekly sessions and closing session organized by the teacher
8. Obtain a Letter of Completion (LOC) and Confidential Report (CR) from the Employer.
9. Participate in the Annual Extension Education Meet (Festival) of the Department.
10. Write a Project Report.

#### By the teacher

1. Obtain an enrollment form from the students
2. Interview the students for selection
3. Obtain the Registration Form-Cum-Undertaking form the student stating that:

- a) He/she is participating on a voluntary basis.
  - b) He/she will not hold the college responsible for any losses to him/her or on account of him/her to the employer during the project.
  - c) He/she will not demand a salary or any monetary benefit from the employer
  - d) He/she will follow all the rules and regulations of the project.
4. Organize an orientation course for the student about behavior, work ethos, punctuality, etc.
  5. Identify the employers who are willing to accept students on a work-placement
  6. Match the students with the employer for the work placement and assign the students to work in pairs or in groups.
  7. Submit the student registration list to the Department
  8. Monitor the Project on a weekly basis and maintain a field visit record in the given format.
  9. Hold weekly review meetings with the students.
  10. Ensure a field visit by the Department's Field Coordinator.
  11. Conduct a training session at the end of the work – placement period about the writing of a Project Report.
  12. Ensure the Participation of the student in the Annual Extension Education Meet of the Department
  13. Submit the Initial, Field Visit and Final Reports to the Department.

### **III. WHERE CAN IT BE DONE?**

- At any work setting , business or office or factory, etc.
- Tuitions, coaching class work are not permitted for work- placement.
- Hence work in the college office, with a C.A, Doctor, Hospital, STD shop, small shops and offices etc. i.e. almost anywhere, which is authentic place.

### **IV. WHAT WILL THE STUDENT GAIN?**

- An entry into the world of work.
- Practical-experience
- Opportunity to try out a career
- Benefit of ten additional marks

- A certified Project Report that can be shown at the time of a job interview
- Work-experience certificate.

## **V. HOW DOES THE COLLEGE EXECUTE THE PROJECT?**

- Submit a registration list, initial report and students' participation charge.
- Ensure training of the teacher-in-charge.
- Submit the Field Visit Report, Final Report and Project Reports of the students.
- Ensure participation of the teacher-in-charge and students at the Annual Extension Education meet (Festival)

## **VI. WHAT RECORDS ARE TO BE MAINTAINED?**

### By the Student

1. Student's Registration Form-cum-Undertaking
2. Letter of Appointment
3. Daily Industry Orientation Record
4. Letter of Completion
5. Confidential Report
6. Project Report

### By the Teacher

7. Students' Registration List
8. Initial Report
9. Teacher's Weekly Field Visit Report
10. Final Report

## **XI. CRITERIA FOR THE AWARD OF MARKS**

1. Completion of one hundred and fifty hours of work
2. Participation in the Annual Extension Education Meet of the Department,
3. Submission of the correct Project Report by the student containing the following record.
  - a) Letter of Appointment
  - b) Letter of Completion
  - c) Confidential Report

- d) Daily work- experience record
4. Submission of the following by the college
    - a) Valid Student Registration List
    - b) Initial Report
    - c) Student Participation Charge
    - d) Teacher's Weekly Field Visit Report
    - e) Final Report
  5. Report of the field visit by Department's Coordinator

**PROFORMA****For the Students****REGISTRATION FORM-CUM-UNDERTAKING**

(To be retained in the colleges please fill in block letters)

1. Name of College\_\_\_\_\_
2. Name of the Student\_\_\_\_\_
 

(First Name)                      (Middle Name)                      (Surname)
3. a) Class: \_\_\_\_\_ b) Division: \_\_\_\_\_ Roll No: \_\_\_\_\_
4. Address of Student: \_\_\_\_\_
 

\_\_\_\_\_

\_\_\_\_\_ Tel No. (Resi) \_\_\_\_\_
5. a) Name of the Employer/ Firm: \_\_\_\_\_
 

b) Address of the Employer/Firm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Tel No. \_\_\_\_\_

c) Name & designation of the contact person at the place of employment

\_\_\_\_\_
6. a) Letter of Appt.: Date \_\_\_\_\_ Letter No. \_\_\_\_\_
 

b) Type of work to be undertaken \_\_\_\_\_

\_\_\_\_\_

c) Period-From \_\_\_\_\_ To \_\_\_\_\_

d) Timings Form \_\_\_\_\_ To \_\_\_\_\_
7. Name of Supervising Teacher: \_\_\_\_\_

This is to state that I am participating on a voluntary basis in the Industry Orientation Project. I shall not hold the college or employer responsible for any losses to me of any kind during the period of the project. I shall not demand a salary or any kind of monetary benefit in cash or kind form the employer or college. I have accepted that no re-evaluation of the project will be permitted. I shall abide by all the rules and regulations of the project.

\_\_\_\_\_  
Signature of Student\_\_\_\_\_  
Signature of Teacher\_\_\_\_\_  
Signature of the Principal  
and College Stamp

**LETTER OF APPOINTMENT**

(To be issued by the employer on the employer's letterhead clearly stating the period of appointment nature of work and that no salary or any other monetary benefit is being given. The Letter of Appointment is to be pasted in the Project Report.)

**DAILY WORK EXPERIENCE RECORD**

(To be incorporated in the Project Report)

Sr. No.	Date	Time		Work done and Experience gained	Sign of Teacher	Sign of Employer
		In	Out			

**LETTER OF COMPLETION**

(To be issued by the Employer stating the type of work completed with details about the project period including days and total hours of work)

**CONFIDENTIAL REPORT (On the Employer's Letterhead)**

(To be pasted in the Project Report)

1. Name of the student

\_\_\_\_\_

2. Name of the College

\_\_\_\_\_

3. Class: \_\_\_\_\_ Roll No. \_\_\_\_\_

On a five point scale how would you rate the student in an ascending order of competency. Please circle the appropriate number.

4. Punctuality	1	2	3	4	5
5. Grooming	1	2	3	4	5
6. Office Etiquette	1	2	3	4	5
7. Relationship with others	1	2	3	4	5
8. Work organization	1	2	3	4	5
9. Ability to learn	1	2	3	4	5

10. Two skills which the student should try to acquire or enhance.

i) \_\_\_\_\_

ii) \_\_\_\_\_

11. Two skills in the student which can be considered at the time of employment.

\_\_\_\_\_  
\_\_\_\_\_

12. General Remarks

\_\_\_\_\_  
\_\_\_\_\_

Signature of Employer with seal

### TEACHERS'S WEEKLY FIELD VISIT REPORT

Sr. No.	Date of Visit	Time of Visit	Name of the student	Organization	Type of Work	Records Maintained by		Remarks about each Student
						Student	Employer	

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Teacher

## Community Oriented Projects

### I. POPULATION EDUCATION CLUB (PEC)

#### 1. Relevance of the activity

- 1) It helps the students to learn how to organize knowledge.
- 2) It teaches dignity of labor and develops a respect for all kinds of work in the student.
- 3) It develops accuracy in observation.
- 4) It widens the student's mental horizon through beliefs and prejudices being overcome when exposed to socio-cultural realities.
- 5) It teaches goal setting, planning and time management.

#### 2. Topics /issues to be covered under PEC

1. Maharashtra Policy for women.
2. Status of women in India.
3. Banking procedures.
4. Legal procedures.
5. Laws protecting women.
6. Violence against women.
7. Environment- pollution and its effect on health.
8. Pollution around college.
9. Industrial pollution.
10. Noise pollution.
11. The girl- child.
12. HIV -AIDS
13. Women achievers of modern India
14. Evil social practices- Sati
15. Inheritance laws.
16. Women achievers of modern India
17. Inheritance laws
18. Sexual harassment in college & at the work place
19. Global warming
20. Working in call center

### **3. Methodology for College programs**

There being a minimum of ten or maximum fifty students in a Population Education Club. Students are to work in groups of three or five. Each group is to organize one of the programs in the form of an activity by inviting resource persons, arranging field visits etc. thereby ensuring that at least four hours of each student members are utilized for attending each programs. The entire students have to be present during all the college programs. This is absolutely essential. A prize is to be awarded to the group of students that arranges the most interesting programme.

### **4. Types of activities**

The following types of activities may be utilized for conducting a program.

- 1 Street play.
- 2 Seminar –Papers prepared by students in groups & then presented.
- 3 Debate.
- 4 Poster competition.
- 5 Essay writing competition.
- 6 Talk or lecture.
- 7 Discussion.
- 8 One act play.
- 9 Composing songs.
- 10 Exhibition.

### **5. How to carry out the activity (College level)**

- Enroll minimum 10 maximum 50 students.
- Divide this into group of 5 or 7 students
- Each group will have to organize one of the programs by inviting resource persons, arranging field visits etc.
- All the student have to be present at all the college level programs.
- A prize is to be awarded to the group of students that arranges the most interesting program.
- Plan 3 lessons on population education and deliver it to 7 different classes on any of the following topic.(for B. Ed. students only)

- i) Status of women.
  - ii) AIDS.
  - iii) Laws protecting women.
  - iv) Environment pollution and how to deal it.
  - v) Types of violence against women.
7. Attend and participate in the Annual Festival.
8. Write a project report.

**\* B. Ed. colleges should arrange at least 2 to 3 programs at college and 2 to 3 programs at community level separately where as Undergraduate colleges should arrange 7 programs at college level and at community level.**

**6. Records to be maintained at college and community level separately (Proforma)**

Sr. No.	Date	Topic	Methodology / activity	Co-ord. agency	AV Aids used	Outcome	Hrs
<b>1-8</b>							<b>Total 40</b>

**7. For B.Ed. students (Proforma for lesson taken in school)**

Sr.No.	Date	Topic	Class	Method used	Medium of instruction	AV Aids	Hrs	Sign of EWT	Sign of supervising Teacher

Sign of the principal with stamp of the college

## **Status of Women in Society (SWS)**

### **1. Relevance of the activity**

- Work in an adopted area / school.
- To facilitate the college to obtain basic data about the status of women in the area.
- After obtaining the information the college can plan to work for the population education program.

### **2. Activities to be conducted by a student**

1. Determining the AREA, which will be covered by the survey.
2. Building RAPPORT with the COMMUNITY where the survey is to be carried out.
3. Giving information regarding WOMEN POLICY (Pamphlet).
4. Survey 25-50 women.
5. Tabulation of data collected with the help of a computer.
6. Analysis and interpretation of the tables.
7. Writing the Project Report.

### **Part A: Personal Details**

1. Age- \_\_\_\_\_ years
2. Educational level: Never studied/Studied up to \_\_\_\_\_/Studying in \_\_\_\_\_
3. Marital status: Married/ Unmarried/Deserted/Widowed
4. Live in a Hut/Chawl/Building/Bungalow
5. Family income (per month): < 3, 000 / <7,000 / <15,000 / >15,000
6. Total Number of Members of your family: \_\_\_\_\_
7. Family structure: Joint/ Nuclear
8. Up to what level has your mother been educated? \_\_\_\_\_
9. How many siblings do you have? \_\_\_\_\_

**Part B: Please answer the following questions (tick your choice)**

1. Women are less intelligent than men. Agree/ Disagree
2. Women should always vote for the same political party that the men of the house suggest. Agree/ Disagree
3. It is not important for a woman to speak English in order to be liberated. Agree/ Disagree
4. Dowry should be given in order to cover the wife's expenses. Agree/ Disagree
5. The rightful place for a lady is within her home. Agree/ Disagree
6. Only men should drive cars. Agree/ Disagree
7. Adopting children is acceptable. Agree/ Disagree
8. It is important to have a son in order to carry forward the family name. Agree/ Disagree
9. Men should be paid more for the same job that a woman does. Agree/ Disagree
10. A lady is always answerable to her father, husband and son. Agree/ Disagree
11. Men should help a lady with chores at home. Agree/ Disagree
12. The highest posts in offices should only be handled by men. Agree/ Disagree
13. Women should eat only after the family is fed. Agree/ Disagree
14. Men resorting to violence is justifiable, but not women. Agree/ Disagree
15. In your family, would a daughter be permitted to choose her field of Education? Yes/No
16. In your family, is a girl expected to marry an individual unknown to her? Yes/No
17. Are sons and daughters treated equally at your home? Yes/ No
18. Do women have a role in decision making in your family: Yes/ No
19. The legal marriageable age for a girl is: 16 years/18 years/ 20 years
20. Do you know there are laws protecting women? Yes/ No

**Part A: Evaluation of Personal Details**

*Education* **has/has not** had an impact

*Socio-Economic Status:* Family Income = \_\_\_\_\_

Number of Members

**lower** (less than 4,000)

**middle** (4,000-8,000)

**higher** (greater than 8,000)

*Family Norm:* **Traditional** (Joint)/ **Modern** (Nuclear)

*Number of siblings:* **Small** (1-2)/**Medium** (3-4)/**Large** (more than 4) family

*Profile of woman in the family:* Comparing the Mother's level of education and the respondent's level of education, we can say there is **No/ Negative/ Positive** growth.

**Part B: Instructions for Scoring the 'Status of Women in Society (SWS)'****Questionnaire**

Question Number	Desired Answer
Q1, Q2, Q4, Q5, Q6, Q8, Q9, Q10, Q12, Q13, Q14	Disagree
Q3, Q7, Q11	Agree
Q15, Q17, Q18, Q20	Yes
Q16	No
Q19	18 Years

**Evaluation Key:**

Total Score (Part B)	Percentage	Inference
0/20 to 8/20	less than 40%	Woman who is 'Inhibited'
9/20 to 12/20	40 to 60%	Woman who is 'Informed'
13/20 to 16/20	60 to 80%	Woman who is 'Aware'
17/20 to 20/20	80 to 100%	Woman who is 'Liberated'

**Concluding Remark:** Education \_\_\_\_\_ had an impact on the respondent. She belongs to the \_\_\_\_\_ income group reflecting the \_\_\_\_\_ family norm. Her family profile shows \_\_\_\_\_ growth and the woman seems to be \_\_\_\_\_.

**Allocation of Hours**

• 25- 50 Girls Survey	- 80
• Training	- 10
• Festival	- 10
• Project Report	- 20
<b>Total</b>	<b>120</b>

**Talents that can be developed**

- Public Relations
- Self – Confidence
- Criteria and Analytical thinking
- Sensitivity to the status of women
- Understanding of Socio-economic condition
- Ability to relate with the common man

## **II. NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)**

### **1. OBJECTIVES**

1. To reach the unreached through the distance education mode
2. To create awareness about the concept of Open Schooling
3. To give information about the various courses offered by the NIOS
4. To understand the working pattern of NIOS
5. To provide opportunities for continuing education, life enrichment and vocational education to the public at large
6. To spread the message of NIOS
7. To prepare B. Ed. Teachers as resource persons for NIOS

### **2. ACTIVITIES BY STUDENTS**

#### **A. College Level Activities**

The following topics are to be covered through lectures, posters, seminars, presentations, library work, group discussions etc. in the college :

1. History of NIOS
2. Need of NIOS
3. Different courses
4. Organization of NIOS Centres and Regional Centres
5. Administrative aspect of NIOS
6. Eligibility criteria, syllabus, duration, study material
7. Methodology
8. Evaluation and On Demand Examination System

#### **B. Community Level Activities**

A group of 8-12 students can choose to carry out any one of the following activities.

##### **(i) Dissemination of Information**

1. Exhibition on NIOS at two schools – Municipal or low-income school
2. Street Play at two different location
3. Powada at two different locations

4. Giving information to five different families in a slum or chawl or low-income housing colony

**OR** Resource person

B. Ed. Student trainee can take classes and assist at a close by NIOS Centre

**OR** Survey

A student can survey a slum, housing colony or chawl, covering 40 families and identify the school drop outs (adults and children) and provide them with information about the NIOS. On the completion of the College and Community level activities the student is to write a Project Report.

**3. RECORDS TO BE MAINTAINED**

The following records are to be maintained in the Project Report

- a) College Level activities

No.	Date	Activity	Topic covered	Method (In case of lesson taken)	Hours

- b) Community Level Activities

- (i) Dissemination of information

No.	Date	Activity	Location	Hours
		Exhibition		
		Street Play		
		Puwada		
		Meeting families (Survey)		

**OR** Resource person

Address of the NIOS Centre

No.	Date	Work carried out	Hours

